

FRESNO, CALIFORNIA
CLASS SPECIFICATION
GRAPHICS TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Graphics Technician is the third level in a four level Printing Services series. Incumbents perform complex graphic design projects in the production of printed materials.

The Graphics Technician is distinguished from the Documents Technician by its responsibility for serving as a lead worker to other employees. The Graphics Technician is distinguished from the Central Printing Supervisor, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|-----|--|---------------|
| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor. | Daily
20% |
| 2. | Prepares complex layout and graphic design work, including logos, reports, flyers, brochures, and/or other applicable items. Prepares submitted jobs and digital files for production. | Daily
25% |
| 3. | Operates a variety of graphic design, desktop publishing, and database processing software. | Daily
25% |
| 4. | Maintains and troubleshoots copiers, bindery equipment, prepress equipment, and/or other related equipment; performs minor and routine maintenance. | Daily
10% |
| 5. | Operates a variety of bindery equipment, which may include cutters, folders, punches, binders, drills, and/or other related items. | Daily
10% |
| 6. | Completes print requisitions, updates job tracking database, and inputs time tracking. | Daily
10% |
| 7. | Consults with various City departments and outside vendors regarding job specifications. | Daily
5% |
| 8. | Provides walk-in clients with quick-copy services. | Daily
5% |
| 9. | Monitors and stocks paper and supply inventory, ensuring appropriate volume to facilitate efficient operations. | Monthly
5% |
| 10. | Operates a variety of digital copiers and printers for the production of materials. | Daily
25% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
11.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Associate's Degree in Graphics Design and three years experience in prepress, graphics design, and print production are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C license.

Knowledge (position requirements at entry):

Knowledge of:

- Complex graphic design applications and related software
- Print production principles and practices
- Basic design and layout techniques for print jobs
- Basic mail standards and procedures
- Operation of print servers and related equipment
- High and medium-speed production copiers
- Applicable tools and equipment utilized in assigned area or responsibility
- Paper types and weights
- Mathematical concepts
- Customer service policies, principles and practices

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Skills (position requirements at entry):

Skill in:

- Prioritizing and assigning work
- Providing customer service
- Using computers and applicable software applications
- Performing design and layout of print jobs
- Safely operating and maintaining applicable tools and equipment
- Performing routine and minor maintenance and repair activities
- Preparing and performing mathematical calculations
- Managing multiple priorities simultaneously
- Provide lead direction and oversight of work performed
- Preparation of marketing material, including graphic design
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Positions in this class typically require; moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting and intense noises

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008